

Retention and Classification Report

Agency: Attorney General's Office. Criminal Prosecution Division (2269)

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Records Officer Lori Noe

10889	Criminal investigative case files - no court action
20847	Financial crimes prosecution unit case files
18113	Homicide case files
09815	Investigation division miscellaneous files
18112	Misdemeanor criminal case files
10547	State Assistance to Narcotics Enforcement (S.A.N.E) case fil

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10889

3

TITLE: Criminal investigative case files - no court action

DATES: 1992-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year

ANNUAL ACCUMULATION: 40.00 cubic feet.

DESCRIPTION:

These files document information gathered for investigative cases that do not result in the filing of criminal charges. This information is collected to determine whether criminal charges are warranted. These records may assist the Attorney General's Office in later investigations. Information includes police reports, witnesses lists, business documents, physical evidence, criminal history, memoranda of interviews, victim and witness statements, bank records, investigative notes and other documents that may be used to support criminal investigations and prosecutions.

RETENTION:

Retain 30 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10889

TITLE: Criminal investigative case files - no court action

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(10)(d)(2013)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 20847

3

TITLE: Financial crimes prosecution unit case files

DATES: 1998-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document the investigation and prosecution of criminal conduct regarding violations of state money laundering, racketeering, and other criminal violations involving financial crimes. Information includes documents created for investigation and prosecutions of criminal conduct and are created by investigators and Assistant Attorneys General. Also, investigative reports, pleadings, court documents, correspondence, attorney notes, legal research, documentary evidence, financial documents, victim and witness files, and bank records are included in this series.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 20847

TITLE: Financial crimes prosecution unit case files

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency and UCA 76-10-1601 (1996) of the criminal code which outlines racketeering enterprises and the Attorney General's responsibility in prosecuting this criminal activity.

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18113

3

TITLE: Homicide case files

DATES: 1990-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These files document homicide investigations and prosecutions by staff attorneys. Staff attorneys are responsible for investigating homicide complaints filed with the Attorney General's Office for possible prosecution. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, case research information, and evidentiary documentation.

RETENTION:

Retain 75 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 74 years and then transfer to State Archives with authority to weed.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18113

TITLE: Homicide case files

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the Criminal Division Chief, Creighton Horton, II. This information may be needed for the appellate process and the possibility of subsequent trials that are ordered by the courts.

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Private.	UCA 63G-2-302(d) (2008)
Controlled.	UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 9815

1

TITLE: Investigation division miscellaneous files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name or designation

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided no pending action or litigation

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative Legal
This disposition is based on

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 9815

TITLE: Investigation division miscellaneous files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(a), and UCA 63G-2-305(17)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d)(2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18112

3

TITLE: Misdemeanor criminal case files

DATES: 1983-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files document misdemeanor criminal investigations and prosecutions by staff attorneys. Staff attorneys are responsible for investigating misdemeanor complaints filed with the Attorney General's Office for possible prosecution. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, case research information, and evidentiary documentation.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy provided no pending action or litigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy provided no pending action or litigation.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18112

TITLE: Misdemeanor criminal case files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Criminal Division Chief, Creighton Horton, III.

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(d) (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10547

1

TITLE: State Assistance to Narcotics Enforcement (S.A.N.E) case files

DATES: 1988-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document actions of the State Assistance to Narcotics Enforcement (S.A.N.E.) division of the Attorney General's Office. This unit is involved in training and teaching, suggesting and promoting amendments to Utah's drug laws, and other activities not related to case investigations or prosecutions.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10547

TITLE: State Assistance to Narcotics Enforcement (S.A.N.E) case files

(continued)

PRIMARY CLASSIFICATION:

Protected